



THE CITY OF SAN DIEGO

HOW TO OBTAIN AN Address/Address Change

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 401, SAN DIEGO, CA 92101-4153
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION
BULLETIN
185
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This Information Bulletin covers procedures for obtaining address assignments, changes, additions and omissions.

Requests shall be submitted by the property owner or authorized agent in writing and must be signed. The request must include a site plan. If plans for construction have been submitted to the Development Services Department, addresses will be assigned during the plan check process.

Note: Addresses ending in "00" are not issued. They are for City of San Diego official use only.

For clarification of the process, visit the Address Coordinator at the Development Services Center, 1222 First Avenue, fourth floor, or call (619) 446-5411.

I. WRITTEN REQUEST

The written request shall be submitted to the "Address Coordinator" at the Development Services Center and shall include:

- A. Legal description of property:
Lot, block, subdivision name and map number, or Parcel number and map number.
- B. Tax Assessor's parcel number.
- C. Address(es) currently being used for buildings, suites and/or units.
- D. Reason for request. Explain briefly.
- E. Name, address and telephone number of person to contact during the day.
- F. Building permit number if permit has been recently issued (also include plan file number).

Legal description and assessor's parcel number information can be found on the tax bill for the property. If a new subdivision or parcel map is being filed, be sure to provide the new assessor's parcel numbers for the new parcels.

II. SITE PLAN

The site plan shall be one page and shall include:

- A. Existing buildings and their current addresses (include suite and unit numbers, if any).
- B. Address of adjacent lots. (This *must be included* even if adjacent lot is on the other side of a cross street.)
- C. Location of front doors or main entrances.
- D. Proposed buildings, if any.
- E. All property lines.
- F. "North" arrow.
- G. Streets and nearest cross streets.

Samples of plot plans for various types of requests are shown on the reverse of this bulletin.

III. NOTIFICATION

The Address Coordinator will review the request and determine if the request meets addressing requirements. Notification of the results will be sent by mail.

IV. FEES

The addressing fee for the assignment of a new building address associated with a building plan check is \$26 per address assigned.

The fee for special addressing requests is \$53 per hour with a one-hour minimum. There shall be no refund for work performed in processing a special request that results in denial of the special request.

Check payments made for addressing services should be made payable to the City Treasurer.

SAMPLE SITE PLAN